

**Administrative Affairs Committee**

**March 26, 2009 - 10:30 AM**

**Virginia Board for Towing and Recovery Operators  
2601 West Broad Street, Suite 200  
Richmond, VA 23220**

*Draft Minutes*

**Committee Members present:**

Woody Herring - Chair  
Ray Drumheller  
Ray Hodge  
Cary Coleman  
Ron Miner  
Brock Cole (Designee of the Commissioner of Department of Motor Vehicles)  
Andres Alvarez (Designee of the Commissioner of Agriculture and Consumer Services)

**Committee Members Absent:**

Mark Sawyer – Vice-Chair

**Staff present:**

J. Marc Copeland, Acting Executive Director  
Daphane Phillips, Administrative Assistant

Aelise Noonan, DMV HR Department

**Called to order**

Mr. Herring called the meeting to order at 10:30 a.m.

**Public Comment:**

There was no public comment.

**Old Business:**

Mr. Herring asked that Mr. Copeland update the committee on the licensing status. Mr. Copeland stated that 2,800 documents were in the printing queue. However, System Automation was having trouble with the alignment of the printer driver.

There were various suggestions regarding how System Automation should resolve the technical issues. Mr. Copeland and Mr. Alvarez decided to contact the head of System Automation to resolve the issue.

**Closed Session @ 11:05 a.m.:**

Mr. Miner moved that the Committee convene a closed session to discuss and consider the details of the hiring of the Executive Director, pursuant to the exemption from an meeting requirement under the Virginia Freedom of Information Act, Virginia Code § 2.2-3711 (A) (1).

Mr. Cole asked that Aelise Noonan be present for the closed session.  
The motion was seconded by Mr. Drumheller and the motion passed unanimously.

**Closed session reconvened @ 11:44 a.m.:**

Mr. Miner moved that the Committee reconvene to open session having discussed the details of the hiring of the Executive Director, pursuant to the exemption from an open meeting requirement under the Virginia Freedom of Information Act, Virginia Code § 2.2-3711 (A) (1).

The motion was seconded by Mr. Coleman and Committee members voted individually to affirm the above statement.

Woody Herring - Yes  
Ray Drumheller - Yes  
Ray Hodge - Yes  
Cary Coleman - Yes  
Ron Miner - Yes  
Brock Cole – Yes  
Andres Alvarez - Yes

**The following motion was voted on by the Committee.**

Mr. Miner moved that the Committee recommend hiring Mr. Copeland with the following employment conditions:

1. Salary - \$75,712
2. 23 days of leave per year, and request that it be expanded to 30 days wit the consent of the Secretary of Transportation.
3. And other wise subject to the terms if the employment offer made by the Board.

The recommended effective date is April 10, but will be approved by the full Board on April 7.

The motion was seconded by Mr. Alvarez and the motion passed unanimously.

**New Business:**

Mr. Herring asked that they decrease the number of Compliance Officer Applications from 13 to 7.

Mr. Alvarez suggests that an ad hoc application screening committee be appointed by the Committee Chair. The Committee Chair appointed Mr. Miner, Mr. Coleman, Mr. Hodge and Mr. Herring to the ad hoc application screening committee. Mr. Copeland asked that he be part of this committee.

The subcommittee decided that the application documents should be provided to the subcommittee members electronically and that the applicants should be cut down to seven.

**Next Meeting:**

The next meeting will be on April 7, 2009 at 9:00 am, before the full Board meeting.

The Ad Hoc Application Subcommittee will meet at 12:30 pm, after the full Board meeting.

**Adjourned:**

Chairman Herring called for a motion to adjourn. Mr. Coleman made the motion which was seconded by Mr. Miner and the adjournment passed unanimously. The meeting was adjourned at 12:20 p.m.